

# Blackboard Collaborate Instructions

Blackboard collaborate is a web conferencing tool useable within any blackboard class.

## System Requirements

Check to make sure you have a supported OS and a supported version of Java running. [Click here.](#)

For the best experience, ensure that your microphone and web cam are working. If you don't have one, or the other or neither, you can still communicate via text chat.

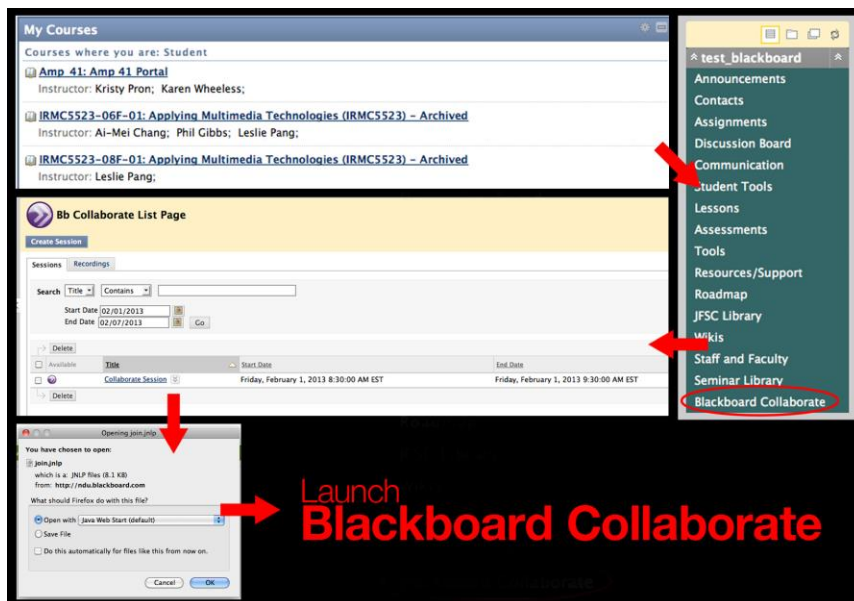
[Configure your microphone and web cam for Collaborate](#) This will launch a test session of the Collaborate environment.

## Accessing Collaborate

The course instructor will create a scheduled Collaborate session in the course. The session info will most likely be posted in an announcement or through email.

To access a Collaborate session:

1. Login to Blackboard, if you forgot your username or password, contact [esolutions@ndu.edu](mailto:esolutions@ndu.edu).
2. Click on your class in the 'My Courses' list
3. Click on Collaborate link in the main course navigation
4. Click on the session, you will be prompted to run a .jnlp (Java Network Launching Protocol) file to launch the session.
5. The Collaborate session will open in a new window



If Collaborate does not open:

There are many reasons why Collaborate may not work on your system, from firewall configuration issues, to closed ports. The best resource for troubleshooting is here. You may need to contact your system administrator for assistance.

[Firewall, Port, and Proxy resources for Collaborate](#)

### **Using Collaborate**

Blackboard Collaborate has many features to enrich your web conferencing experience. There is a short video explaining the interface and all the tools available to you.

[Click here](#)

Please email any questions to [esolutions@ndu.edu](mailto:esolutions@ndu.edu)